

**Job Location:** 505 Deaderick Street, Nashville TN 37243

**Office of General Counsel**

**Legal Assistant to Deputy General Counsels**

The Department of Human Services’ (TDHS) mission is to build strong families by connecting Tennesseans to employment, education and support services. Our vision is to revolutionize the customer experience through innovation and a seamless network of services.

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| The Tennessee Department of Human Services is currently seeking experienced candidates to provide leadership support to 2 Deputy General Counsels in the Office of General Counsel. This position will provide high-level administrative and legal support to the2 Deputy General Counsels. |
| The Office of General Counsel provides legal advice to DHS programs, legal representation in judicial and administrative litigation affecting the department, prepares departmental rules, and prepares legislation for and analysis of legislation affecting the Department. **Position Responsibilities:** * The Legal Assistant provides day to day office and legal support through many administrative & clerical duties for 2 Deputy General Counsels in the Office of General Counsel.
* Plans, coordinates, provides phone support and maintains 2 active calendars for the 2 Deputy General Counsels
* The Legal Assistant provides smooth communication between the Office of General Counsel and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff, program staff and direct reports.
* The Legal Assistant prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
* The Legal Assistant must have the ability to work independently on projects from conception to completion and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.
* The Legal Assistant must be a very strong written communicator, often writing letters, emails, and reports on behalf of the 2 Deputy General Counsels. This includes drafting and proofing legal documents, conducting legal research and summarizing findings of case law, statutes and regulations.
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**Position Requirements:**

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| * Education equivalent to graduation from an accredited college, university, or professional school with one of the following: (1) an Associate’s Degree in Paralegal or Legal Assistant studies; (2) a Bachelor’s Degree in Paralegal or Legal Assistant studies; (3) Paralegal Certificate; or (4) one year (28 semester hours) of graduate level law school
* Two years of experience in legal environment, including some of the following responsibilities: conducting legal research, interpreting policies and rules, drafting legal documents and pleadings and providing support to attorneys.
* Demonstrated proactive approaches to problem-solving with strong decision-making capability preferred.
* Maintain confidentiality of cases
* Possess a working knowledge of all programs administered by the Department of Human Services preferred.

**Competencies:** * Verbal and written communications
* Decision quality
* Problem solving
* Time Management
* Priority setting
* Learning on the fly
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**Information regarding State of Tennessee benefits:**

<https://www.tn.gov/hr/employees1/benefits.html>

**How to Apply:**

Please submit resume and cover letter outlining your related experience to talent.management.dhs@tn.gov by July 5, 2019. All email submissions must include in the subject line: OGC Legal Assistant

 **Salary Range: $36, 900 - $51, 660.** Salary will be directly related to the successful candidate’s experience, knowledge, skills and abilities and will determine the actual salary offer.

Applicants may be subject to background check.

This position is not currently designated AWS- Alternative Workplace Solution. Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

*Pursuant to the state of Tennessee’s policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.*